

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING**  
**DRAFT MINUTES, JUNE 17, 2015**  
**53 Lavalley Lane (Main Wastewater Treatment Plant)**  
**(DVD of meeting may be on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau (via cell phone), Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon

Commissioner Hopkins called the meeting to order at 6:35 p.m.

**ITEM 1 – AGENDA**

(Refer to Packet)

Item 9 (Truck Loading Zone Request at 258 No Winooski Ave) was stricken from the Agenda, postponed to the July meeting. **Commissioner Barr moved** to accept the Agenda as amended; Commissioner Padgett seconded. Unanimous.

**ITEM 2 – PUBLIC FORUM**

Caryn Long: 1) Dissatisfied with lack of parking enforcement in the vicinity of the Henry St Market (vehicles often not using the loading zone and short-term metered parking spaces); has taken several pictures. Ms. Long has spoken with the business owner and called the police department for enforcement. 2) Concerned about lost green space, its contribution to stormwater problems, and the lack of enforcement for non-compliant properties, particularly in Ward 1. Ms. Long has sent pictures of such instances to Director Spencer.

**ITEM 3 – PEARL ST CORRIDOR STUDY PREFERRED ALTERNATIVE**

(Refer to Packet)

(Communication, Nicole Losch, Transportation Planner)

Ms. Losch's presentation will be on the DPW Web page. The inexpensive, easy-to-administer streetscape improvements to the section of Pearl St between Battery and Saint Paul Sts (e.g., paint/stripping and planters), are in keeping with *Complete Streets* standards, supporting all modes of transportation. Next steps: Finalizing the plans and working up a budget, with all work hopefully completed by next year. Emily Boedecker, Executive Director of LocalMotion, expressed support and gratitude for the project, and encouraged the Commission to accept the use of planters as a physical separation between vehicles and bicyclists. She informed the Commission of the use of stenciling using green paint as a standard visual cue for bicyclists when coming upon congested areas.

**ITEM 4 – TOUR OF MAIN WASTEWATER TREATMENT PLANT**

(Presentation, Steve Roy, P.E., Project Engineer)

The meeting was paused to allow attendees to participate in a tour of the facility, led by Project Engineer Steve Roy. The meeting resumed at 7:50 p.m.

**ITEM 5 – INTEGRATED PLANNING PRESENTATION**

(Oral Presentation, Megan Moir, Stormwater Administrator)

Ms. Moir gave a presentation on Integrated Water Quality Planning: Municipal Stormwater and Wastewater. Integrated stormwater/wastewater planning is a mechanism that the Environmental Protection Agency (EPA) has been promoting which allows communities with numerous Clean Water Act obligations to:

- 1) Examine all of the obligations as a whole;
- 2) Identify the community's relative priorities for addressing human health and water quality improvements...and

- 3) Address the priorities through appropriate sequencing and scheduling of work based on implementing the projects with the highest cost benefit...first.

Burlington's grant application for technical assistance, put together by Ms. Moir, was one of five selected for funding out of 28 proposals submitted from communities across the U.S. The EPA is providing Burlington with \$67,000 worth of an EPA contractor's (Tetra Tech) services to support the proposed scope of work.

Opportunities for input include Neighborhood Planning Assembly (NPA) meetings, a public input survey and a stakeholders meeting.

Ms. Moir will try to get a Webinar on public access television/Channel 17.

For more information, click on the following link: [www.burlingtonvt.gov/DPW/Stormwater/IMSWP](http://www.burlingtonvt.gov/DPW/Stormwater/IMSWP)

Commissioner Simon requested a list of all problems caused by stormwater.

## **ITEM 6 – UPCOMING GARAGE CAPITAL WORK & BORROWING**

(Communication, Patrick Buteau, Assistant Director)

(Refer to Packet)

Commissioner Hopkins deferred this Item until later in the meeting.

## **ITEM 7 – 3-WAY STOP REQUEST AT SHORE RD & BALSAM ST**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends that the Commission deny Mr. Fraser's request to install 3-way Stop Control at the intersection of Shore Rd and Balsam St. **Commissioner Alberry moved** to accept staff's recommendation; Commissioner Barr seconded. Unanimous.

This is the second request, the first of which came to DPW in 2003. The conclusion now is the same as in 2003. Commissioner Hopkins encouraged staff to ask more questions about the *reason* behind a specific requested solution to a citizen's request to get to the core issue.

## **ITEM 8 – INTERSECTION SIGHT DISTANCES AT PEARL ST & GREENE ST**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends that the Commission adopt the removal of on-street parking by one space to the east and west, on the north side of Pearl St, to increase the sight distances for vehicles entering Pearl St from Greene St. The addition of a STOP sign had been discussed by Assistant Director Baldwin and Mr. Roy. **Commissioner Overby moved** to accept staff's recommendation, *including the addition of a STOP sign*; Commissioner Simon seconded. Unanimous.

Commissioners Archambeau and Hopkins asked Mr. Roy to provide the Commission with a total number of spaces lost and gained in the past year as a result of ordinance changes (such as this site distance issue).

NOTE: The Commission requested that this particular challenging intersection be noted during the Pearl St Corridor Study.

## **ITEM 9 – TRUCK LOADING ZONE REQUEST AT 258 NO WINOOSKI AVE**

(Communication, Damian Roy, Engineering Technician)

**DEFERRED UNTIL THE JULY MEETING.**

## **ITEM 6 – UPCOMING GARAGE CAPITAL WORK & BORROWING**

(Communication, Patrick Buteau, Assistant Director)

(Refer to Packet)

The 2016 Traffic Budget was passed by the City Council. Assistant Director Buteau outlined the information in the packet, noting that the highlighted scheduled improvements/repairs have been moved up from their original order. The Commission is being asked for approval with a recommendation to the City Council to borrow the Phase I funds amounting to \$3,435,831. The proposed 2016 Traffic Budget

proposal includes the debt service payments for this borrowing and enhanced garage maintenance funds while providing a balanced budget.

**Commissioner Alberry moved** to approve with a recommendation to City Council to borrow the Phase I funds in the amount of \$3,435,831; Commissioner Barr seconded. Unanimous.

Note: The funds will be paid back from the traffic and garages revenue.

#### **ITEM 10 – APPROVAL OF FY’16 KEY INITIATIVES & METRICS**

(Communication, Chapin Spencer, Director)

(Refer to Packet)

The FY’16 budget was built to deliver on these initiatives. For #11, department-wide customer service, it was noted that some requests for service by nature take longer to implement (e.g., traffic calming requests) than other service requests (e.g., potholes).

The Commission is being asked to approve and endorse the Draft FY’16 Key Initiatives. **Commissioner Barr moved** to accept the Initiatives as written; Commissioner Padgett seconded. Unanimous.

Commissioner Padgett recognized that this is a dynamic document.

#### **ITEM 11 – MINUTES OF 5/20/15**

(Refer to Packet)

Director Spencer recommended one correction: Item 11, Director’s Report, 1<sup>st</sup> bullet: Clean Sweep produced 570 (instead of 57) cubic yards of debris.

**Commissioner Barr moved** to accept the Minutes as amended; Commissioner Alberry seconded. Unanimous.

#### **ITEM 12 – RECOGNITION OF SERVICE – ASA HOPKINS**

Director Spencer and Commissioner Padgett expressed gratitude for Commissioner Hopkins’ leadership, and presented him with a plaque with the following wording: “In grateful appreciation of Asa Hopkins for his dedicated service as Public Works Commissioner from 2012 – 2014 and Commission Chair from 2014 – 2015.”

#### **ITEM 13 – DIRECTOR’S REPORT**

(Refer to Packet)

- The City Council passed the FY’16 budget last Monday. The proposed increases in capital funding for the General Fund which the Commission reviewed at the last meeting were included in the Budget *as funding was available*; the \$2.3 million gap was reduced to \$1.2 million, with new funding being secured, so additional sidewalk and bike path work, will get done in addition to the \$18 million worth of projects also reviewed at the last meeting. The rate adjustments and increases for the Water Division were also approved, which will provide sufficient, sustainable capital for improvements.
- Parking Studies: A large portion of the July Commission meeting will be dedicated to the parking studies. Draft reports will be provided in the Commission Packets.
- Cliff Street sidewalk: Under construction.
- Flynn Avenue sidewalk: Underway next month.
- New Engineer has been hired: Martin Lee. The Plangineering group is now fully staffed. The FY ’16 budget includes funding for additional staff for pushing downtown TIF projects forward, as well as enhanced street and sidewalk work.
- DPW will be presenting the 1<sup>st</sup> Phase of staff reorganization, to the Board of Finance this coming Monday and then to the City Council the following Monday. Oversight of Equipment Maintenance will be transferred from one Assistant Director (Patrick Buteau) to another (Rob Green). This will enable Assistant Director Buteau’s replacement (Mr. Buteau is retiring) to

focus more time on parking changes. The 2<sup>nd</sup> Phase proposals will be brought before the Commission at a later date.

#### **ITEM 14 – COMMISSIONER COMMUNICATIONS**

##### Commissioner Barr

- Per discussion by Ward 1 attendees, requesting an adjustment in the evening and morning automated flashing of some of the traffic lights: The attendees are asking that this request be considered City-wide.
- See “Residential Parking Program” handout distributed by Commissioner Barr: Many residents are requesting that Commissioner Barr recuse himself from participation in the Residential Parking Study because of his employment with the University of Vermont (Director of Transportation and Parking). The handout explains Commissioner Barr’s presence on the Commission as a Burlingtonian and commissioner (*not* as a UVM employee), and hopefully dispels some of the misinformation some of the residents have about possible benefits to UVM by his participation. Commissioner Barr has not yet decided whether he will recuse himself. Commissioner Simon suggested that the City Attorney be consulted on a possible conflict.

##### Commissioner Overby

- Would like to see regular reports on the Request for Service (RFS) program used by DPW, indicating open/closed/time-consuming projects, which might assist her when approached by residents about the length of time a request is taking. Assistant Director Baldwin would be glad to provide regular reports for the Commission; however, he cautions that the basic report would lead to questions about the work needed that the commissioners may not be able to explain to their constituents. Commissioner Overby feels that a basic report by category will give people an idea of the magnitude of requests that come through DPW.

##### Commissioner Simon

- Regarding Caryn Long’s parking concerns Henry Street Market area: Is there anything the Commission can do? Assistant Director Baldwin and former Engineer Joel Fleming had met with the neighborhood and came up with the solution of adding a little more parking in that vicinity by shortening the prohibited sections and adding bump-outs, more 15-minute parking spaces, etc. Unfortunately, due to a lapse between Mr. Fleming’s departure and Damian Roy’s hire, the project is only beginning next week.

#### **ITEM 15 – ADJOURNMENT & NEXT MEETING DATE – JULY 15, 2015**

**Commissioner Barr moved** to adjourn the meeting at 9:30 p.m.; Commissioner Alberry seconded. Unanimous.

##### **Non-Discrimination**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.